



# **BRP WP 58b Approval for Installation of Shared System Instructions and Supporting Materials**

---

## **Table of Contents**

- introduction
- permit fact sheet
- completeness checklist

## **Introduction**

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at [mass.gov/dep](http://mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Title 5 Permitting

# BRP WP 58b Approval for Installation of Shared System Permit Fact Sheet

---

Note: When completing the Transmittal Form, write the "b" immediately after the space provided for the seven digit character code at the top of the Form.

## 1. What is the purpose of this approval?

The approval is necessary to ensure that the disposal of sanitary sewage through the use of an on-site subsurface sewage disposal system is performed in an environmentally acceptable manner and in accordance with the provisions of Title 5 of the Environmental Code, 310 CMR 15.000.

You must obtain approval from MassDEP for this activity:

- Installation and use of a shared system (310 CMR 15.293).

## 2. Who must apply?

Any individual, business or organization proposing to use a shared system is required to obtain prior written approval from MassDEP in accordance with 310 CMR 15.293.

If this category does not apply to you, please be advised this is not the only permit categories for Title 5 on-site sewage disposal systems or related plans. Please consult the Timely Action Schedule and Fee Provisions, 310 CMR 4.00 and Title 5 of the Environmental Code, 310 CMR 15.000 to determine whether another category may apply to you.

## 3. What other requirements should be considered when applying?

Shared systems require prior written approval by the local approving authority (310 CMR 15.293).

Note: The additional requirements noted here are intended to serve as a guide to the applicant. They do not necessarily include all additional requirements.

## 4. What is the application fee?

BRP WP 58b Shared Systems	\$1,580
---------------------------	---------

## 5. What is the Primary Permit Location? What is the Reserve Copy Location?

Primary Permit Location:

Department of Environmental Protection (2 copies)

\_\_\_\_\_ \* Regional Office

Title 5 Permitting Program

\*Find your region <http://www.mass.gov/dep/about/region/findyour.htm>

There are no Reserve Copy Locations for these permits.

## 6. What are the timelines?

	AC	T1	T2*
BRP WP 58b	30	30	30

\*(A second technical review will only be conducted if necessary).



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Title 5 Permitting

## **BRP WP 58b Approval for Installation of Shared System Permit Fact Sheet**

---

If MassDEP does not respond to the applicant by the end of the technical review period, the application shall be deemed approved. However, no action in violation of Title 5, 310 CMR 15.000 is permitted.

There is no public comment review period for this permit.

**7. What is the annual compliance fee?**

There is no annual compliance fee.

**8. How long is the shared system approval in effect?**

BRP WP 58b approvals remain valid as long as the system and facility served remain unchanged or until MassDEP revokes or modifies the approval.

**9. How can I avoid the most common mistakes made in applying for this approval?**

- a. Review application for completeness to be sure all questions are answered correctly.
- b. Make sure copies of plans and specifications are complete and signed and stamped by a Massachusetts Registered Sanitarian or Professional Engineer, whichever is appropriate.
- c. Attach a copy of the shared system approval from the local approving authority.
- d. Submit fee and a copy of the MassDEP Transmittal Form to:  
Department of Environmental Protection  
P. O. Box 4062  
Boston, MA 02211.

**10. What are the regulations that apply to this approval? Where can I get copies?**

These regulations include, but are not limited to:

- a. Title 5 Regulations, 310 CMR 15.000.
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State Bookstore  
Room 116  
Boston, MA 02133  
617-727-2834

State Bookstore  
436 Dwight Street, Room 102  
Springfield, MA 01103  
413-784-1376

MassDEP Regulations also may be obtained from MassDEP's web site at <http://www.mass.gov/dep>.



**Massachusetts Department of Environmental Protection**  
Bureau of Resource Protection – Title 5 Permitting

# **BRP WP 58b Approval for Installation of Shared System Application Completeness Checklist**

---

- ☐ The MassDEP Transmittal Form has been completed: <http://mass.gov/dep/service/online/trasmfrm.shtml>  
When completing the Transmittal Form, write the "b" immediately after the space provided for the seven digit character code at the top of the Form.
- ☐ A MassDEP application form for the permit category BRP WP 58b has been completed. The following information has been provided:
  - ☐ Name and address of applicant/owner.
  - ☐ Location (address) of facility.
  - ☐ Name, address and telephone number of design engineer or sanitarian.
  - ☐ A copy of a signed approval letter from the local approving authority having jurisdiction over facility/property.
- ☐ Two (2) complete sets of plans and specifications have been properly signed and stamped by a Massachusetts Registered Professional Engineer or Massachusetts Registered Sanitarian, whichever is appropriate.

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send two (2) copies of the application along with the original MassDEP Transmittal Form to:

Department of Environmental Protection  
\_\_\_\_\_ \* Regional Office  
Title 5 Permitting Program  
\*Find your region <http://www.mass.gov/dep/about/region/findyour.htm>.
- ☐ Send fee of \$1,580 in the form of a check or money order made payable to Commonwealth of Massachusetts, along a copy of the MassDEP Transmittal Form to:

Department of Environmental Protection  
P.O. Box 4062  
Boston, MA 02211



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Title 5 Permitting

# BRP WP 58b

## Approval for Installation of Shared System

Transmittal Number \_\_\_\_\_

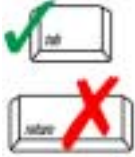
Facility ID (if known) \_\_\_\_\_

Please read the instructions and supporting materials before filling out this form.

### A. General Information

**Important:**

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Applicant:

Name \_\_\_\_\_

Doing Business as (dba) \_\_\_\_\_

Street Address \_\_\_\_\_

City/Town \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

2. Facility Address / Location (if different from Applicant):

Address \_\_\_\_\_

City/Town \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

3. System Designer Information (Registered Sanitarian [RS] or Professional Engineer [PE] for systems under 2,000 gallons per day; PE for systems 2,000 gallons or more per day):

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

4. Registration:

P.E. \_\_\_\_\_

Sanitarian \_\_\_\_\_

Registration Number \_\_\_\_\_

5. Does this project require a filing under 301 CMR 11.00, the Massachusetts Environmental Policy Act?

☐ Yes ☐ No

If yes, has a filing been made? ☐ Yes ☐ No

\_\_\_\_\_  
If yes, EOE File #



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Title 5 Permitting

# BRP WP 58b

## Approval for Installation of Shared System

Transmittal Number \_\_\_\_\_

Facility ID (if known) \_\_\_\_\_

### A. General Information (cont.)

6. The legal entity which owns or will own this facility is:

☐ Individual

☐ Federal

☐ Municipality

☐ State / County

☐ Private Partnership

☐ Corporation

☐ Other (specify): \_\_\_\_\_

7a. Two sets of plans and specifications, including a locus map, properly stamped and signed by a Massachusetts Registered Professional Engineer or Massachusetts Registered Sanitarian, must accompany the application. The plans must be prepared in accordance with 310 CMR 15.220.

7b. Are plans and specifications enclosed?

☐ Yes ☐ No

7c. Have the plans been revised?

☐ Yes ☐ No

\_\_\_\_\_  
If yes, date of revision

8. A letter of approval for the shared system, issued by the local approving authority having jurisdiction over the site, must accompany this application.

Is the approval letter attached?

☐ Yes ☐ No

9. A description of how the proposed shared system compares to systems constructed in full compliance with 310 CMR 15.100 through 15.293 in terms of its ability to protect public health, safety, welfare and the environment must accompany this application.

Is a description attached?

☐ Yes ☐ No

10. Does the proposed system satisfy all technical requirements of 310 CMR 15.100 through 15.293 except setbacks from property lines between facilities served by the shared system?

☐ Yes ☐ No

11. A proposed operation and maintenance plan for the shared system must accompany this application.

Is the plan attached?

☐ Yes ☐ No

12a. A description of the form of ownership which any component of the system serving more than one building or dwelling will take, together with relevant legal documentation describing or establishing that ownership including, without limitation, easements, condominium master deed, or homeowners' association documents must accompany this application.

Is the description and documentation attached?

☐ Yes ☐ No

12b. Does the form of ownership establish that each user of the system has the legal ability to accomplish any necessary maintenance, repair, or upgrade of the shared components?

☐ Yes ☐ No



# BRP WP 58b

## Approval for Installation of Shared System

Transmittal Number

Facility ID (if known)

### A. General Information (cont.)

13. A description of the financial assurance mechanism proposed to ensure effective long-term operation and maintenance of the system must be attached.

Is the description attached? ☐ Yes ☐ No

14. A copy of a proposed Grant of Title 5 Covenant and Easement essentially identical to that contained in Appendix 1 of 310 CMR 15.000, must be attached.

Is a copy attached? ☐ Yes ☐ No

- 15a. Is the shared system proposed as an upgrade to existing systems?

☐ Yes ☐ No

- 15b. If it is an upgrade to existing systems, does the proposed shared system satisfy all technical requirements of 310 CMR 15.100 through 15.293 without the need for a variance except setbacks from property lines between facilities served by the shared system?

☐ Yes ☐ No

- 15c. If it is an upgrade to existing systems, will there be any increase in design flow from the facility or facilities to be served by the shared system?

☐ Yes ☐ No

Note: Shared systems for upgrades which cannot be performed in accordance with 310 CMR 15.290 and 15.291 require a variance which must be processed in accordance with 310 CMR 15.410 through 15.413. In such cases, apply under BRP WP 59b.

- 16a. Is the shared system proposed for new construction or increased flow to existing systems?

☐ Yes ☐ No

- 16b. If it is for new construction or increased flow to existing systems, does the design flow from the facility or facilities to be served by the shared system exceed the design flow which could have been constructed in compliance with 310 CMR 15.100 without the use of a shared system?

☐ Yes ☐ No

- 16c. Are documents to support the design flow proposed in #16b attached?

☐ Yes ☐ No

Note: Shared systems for upgrades which cannot be performed in accordance with 310 CMR 15.290 and 15.292 require a variance which must be processed in accordance with 310 CMR 15.410 through 15.413. In such cases, apply under BRP WP 59b.

17. Is the complete application submitted to the local authority attached?

☐ Yes ☐ No



**Massachusetts Department of Environmental Protection**  
Bureau of Resource Protection – Title 5 Permitting

**BRP WP 58b**

**Approval for Installation of Shared System**

\_\_\_\_\_  
Transmittal Number

\_\_\_\_\_  
Facility ID (if known)

**B. Certification**

“I certify under penalty of law that this document and all attachments, to the best of my knowledge and belief, are true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Name of Preparer

\_\_\_\_\_  
Date